

# Wisconsin Department of Regulation & Licensing

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## OFFICE OF EXAMINATIONS

### REQUESTS FOR EXAMINATION MODIFICATIONS

Candidates requesting modifications to examinations to accommodate disabilities are asked to submit the following documentation regarding the disability: a letter from the candidate requesting modifications, a letter of diagnosis from a qualified professional with expertise in the area of the diagnosed disability and a letter from the nursing education program indicating what modifications, if any, were granted by that program.

- The letter from the candidate should be as specific as possible indicating how much additional testing and/or break time is needed, as well as other modifications such as a reader, writer, special equipment, etc. A history of prior modifications made by schools or other test providers should be included.
- The letter from the qualified professional should include a recent diagnosis, specific findings in support of the diagnosis, a description of the individual's functional limitations due to the stated disabilities, and specific recommendations for test modifications including a detailed explanation of why the modification is needed. For candidates with learning disabilities, the professional documentation should include identification of the specific standardized and professionally recognized test assessments given (e.g., Woodcock-Johnson, Weschler Adult Intelligence Scale).
- The letter from the nursing education program should include a specific description of what modifications were provided by the program.

Many initial requests have not been supported by sufficient documentation. This has resulted in delays in testing while further documentation is obtained. The documentation is necessary to fairly determine a reasonable and appropriate modification for the candidate.

Modifications will be made on an individual basis and depend on the nature and extent of the disability, documentation provided, and the requirements of the examination. The Department will provide qualified examinees who have documented disabilities with appropriate auxiliary aids and services that do not fundamentally alter the measurement of the skills or knowledge the examination is intended to measure and that would not result in an undue burden to the state.

Documentation is the responsibility and cost of the candidate, but the modification and its cost is the responsibility of the Department and the National Council of State Boards of Nursing.

**Candidates must indicate at the time of application that modifications are being requested.** Any documentation that does not accompany the initial application should be sent directly to:

Office of Examinations  
Wisconsin Department of Regulation and Licensing  
P.O. Box 8935  
Madison, WI 53711

Please feel free to call the Department's Office of Examinations at 608-266-0405 if you have questions about this requirement.

#2360 (Rev. 8/06)  
Ch. 440.04(7), Stats.

Committed to Equal Opportunity in Employment and Licensing